

CELLULAR PHONES

1. Personal Cellular Phones

While at work employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of County phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. The County has established a reasonable standard that limits personal calls during work. Employees are therefore asked to make personal calls on non-work time where possible and to ensure that friends and family members are aware of the County's policy. Employees shall not leave cellular phones unattended. Flexibility will be provided in circumstances demanding immediate attention.

2. Personal Use of County-Provided Cellular Phones

Employees may reasonably use County-provided cellular phones under the following conditions: Employees shall identify any and all personal calls made and shall directly reimburse the County when the bill is received. If there is no charge for the call billed, i.e., the set number of minutes for the calling plan are not exceeded, then no reimbursement is needed. If, however, there is a charge assessed due to exceeding the set number of minutes on the calling plan authorized for the employee, or if there is no monthly calling plan in place, employees shall reimburse the County for all personal calls in an amount equal to the total minutes of personal calls multiplied by the applicable per-minute rate charge for all amounts which exceed the monthly calling plan charge. Failure to report such use may result in disciplinary action, up to and including dismissal. Failure to reimburse the County for the cost of the call will result in disciplinary action, up to and including dismissal.

3. Safety Issues for Cellular Phone Use

Employees whose job responsibilities include regular or occasional driving are expected to refrain from using their personal or County issued cellular phone while driving County vehicles or while driving their personal vehicle on County business. As safety must come before all other concerns, employees are expected to take every action to ensure safe driving.

VIOLATIONS

1. Improper use of County communication systems and equipment will result in discipline, up to and including discharge. Improper use includes any misuse as described in this policy as well as any harassing, offensive, demeaning, insulting, defaming, intimidating, or sexually suggestive uses of written, recorded, or electronically transmitted messages.

2. Employees who discover a violation of this policy shall immediately notify their supervisor or the Human Resources Department.